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Automated Compensation and Information System (ACIS)

Resource Requirements

(U)

25 January 1982

<Updated as of 19 March 1982>

WARNING NOTICE

Sensitive Intelligence
Sources and Methods Involved

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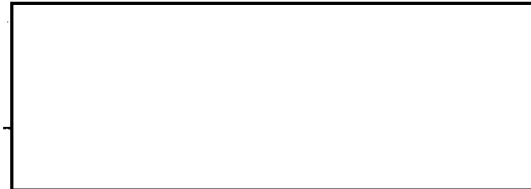
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2 October 1981

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Executive Summary

This document specifies the general functional requirements of the Automated Compensation and Information System (ACIS) for the Office of Finance. Details on data volumes, hardware requirements, performance requirements and staffing requirements will be included in the ACIS Resource Requirements document currently scheduled for late November 1981. (U)

The project thrust is for an online information data base founded on the operation of the current systems. Oriented toward reducing the manual workload being experienced by the Office of Finance, key attention is paid to automating manual functions, consolidating existing payroll systems and optimizing data transfer between ACIS and other automated systems. (U)

There are five key objectives of ACIS:

- Provide for an integrated management information system through the consolidation of similar payrolling functions across the four existing systems.
- Provide for the entry of all required payroll data with minimal manual intervention by Compensation Division, OF.
- Automatically compute all pay, leave, deductions and allotments in accordance with law and policy.
- Automatically record all required historical data and provide timely access to this data through a flexible query and reporting capability.
- Provide a system design and software maintenance documentation such that changes can be effected in a more timely manner. (U)

While the ACIS requirements stated here are based on current policy, a recent update of Title 6 of the Government Accounting Office Manual for Guidance of Federal Agencies endorses exception processing of time and attendance reporting. Future policy provided by the Office of Finance regarding Agency adoption of the provisions in the revised Title 6 may affect the scope of the ACIS system. (U)

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